

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 25, 2015

PERSONNEL COMMITTEE MEMBERS PRESENT: O'Brien, LaPointe, Suprenant, Hicks

PERSONNEL COMMITTEE MEMBERS ABSENT: Brown

SUPERVISORS: Lindsay, Gang, Shaw, Pitts, Armstrong

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

Melissa Moulthrop, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
 - 2) Accept Minutes - February 25, 2015 & March 12, 2015
 - 3) Department Head Evaluations
 - A. Public Health Director
 - 4) Discuss County Administrator Position
 - A. Discuss Advertising of Position
- RECESS AND RECONVENE @ 1 PM
- 5) Department Head Evaluations
 - A. Public Safety Director
 - B. Probation Director
 - C. Sealer of Weights & Measures
 - D. Youth Director
 - 6) Other Business
 - 7) Adjournment

Chairman O'Brien called the meeting to order at 1:05 P.M.

A motion to accept the minutes of the February 25, 2015 and March 12, 2015 meetings, was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

DISCUSS COUNTY ADMINISTRATOR JOB DESCRIPTION & ADVERTISING - Melissa Moulthrop, Personnel Officer distributed a draft job description and ad for the anticipated vacancy. The committee discussed whether the salary should be included in the ad. Chairman O'Brien stated that the committee needs to decide what the salary range is going to be before advertising and interviewing for the position. Melissa expressed concern that if the salary is not included in the ad, there will be people applying who would not be interested in a salary of \$74,152. Kevin stated that when it comes to the interview process, the Board should have a consensus of what the salary will be. Salaries for public officials are a matter of public record, so a candidate can easily find out what the current salary is. Roger suggests that if salary is going to be included in the ad, use proposed salary. Should the ad say current base salary or proposed? The committee's consensus is to list the salary as current base. The ad will go in newspapers, on the website and to NYSAC.

Melissa asked the committee to confirm that on the job description, specifically minimum qualifications including C) Ten (10) years of management experience in a private or public business; is what the committee wants. Roger stated that the job description is set by local law so if the minimum qualifications change, then the local law will have to be amended to be effective for the new person. If the Board selects a person who meets the current minimum qualifications in the local law, then the local law won't have to be amended. Chairman O'Brien asked if the committee was set with the job description and ad as presented and no objections were voiced.

STAFFING REQUESTS:

SHERIFF'S DEPARTMENT – Currently the positions of part time cooks and part time assistant cooks were erroneously left off the staffing pattern. Two part time cooks and one part time assistant cook have been on the payroll but not the staffing pattern for a few years. They were using inmates as assistant cooks but have had difficulty finding inmates who meet the qualifications and using inmates also requires having a correction officer supervise the inmate while they are in the kitchen. The Sheriff is requesting to add three part time assistant cooks and two part time cooks to the staffing pattern. Treasurer Nolette added that the payroll upgrade that they just put in will have position budgeting so in the near future the staffing pattern will be directly tied to the payroll. A motion to amend the staffing pattern adding two part time cooks and three part time assistant cooks, was moved by Mr. Suprenant, seconded by Mr. LaPointe and adopted.

SOCIAL SERVICES – Social Services is requesting to backfill a Sr. Social Welfare Examiner position due to a retirement. A Social Welfare Examiner will be promoted to the Sr. Social Welfare Examiner title, so backfill of a Social Welfare Examiner will also be needed. A motion to approve backfilling a Sr. Social Welfare Examiner and a Social Welfare Examiner, was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

DEPARTMENT HEAD EVALUATIONS – A motion for executive session to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person to conduct the following department head evaluations:

Public Health Director
Public Safety Director
Probation Director
Sealer of Weights & Measures
Youth Director

was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted. A motion to go back into regular session was moved, seconded and adopted. No action was taken during executive session.

COMMITTEE MEMBERS PRESENT: O'Brien, LaPointe, Hicks

OTHER BUSINESS:

- **PROCUREMENT CARD POINTS** - Treasurer Nolette stated that at the time he wrote the procurement policy, he didn't know it would be a rewards card. Because of the activity on the card, there are a substantial amount of points that have been earned. He is asking the committee to entertain the use of these points for employee reward related programs. The county earns the points and can go on the website to purchase items with the points, such as gift cards, coffee cups, tablets. The committee asked if he was suggesting awarding a certain amount of points to an employee and let the employee pick out what they want from the website. Roger recommends buying for example 1,500 coffee cups with the points and then decide who gets them rather than awarding points to individuals. Al stated that if the committee would prefer he let the points expire, he is fine with it. Kevin stated that there is a promotional

policy and suggests coming back to the committee with a plan of what to buy, get the committee's approval so it is clear. Al stated he has points expiring at the end of the month and asked if the committee wants him to redeem the points or just let the points expire. He was directed to use up the points that will expire at the end of the month, start creating an inventory and come back to this committee with a plan to use the points for an employee reward related program.

- HUMAN RESOURCES POSITION – The Treasurer stated that he feels the Board should consider putting a human resource position within the Personnel office. He believes we need a centralized HR person. There are people within DSS and at the Jail who are currently doing jobs with similar duties so an HR position could be filled from within. Kevin stated this has been discussed over the last few budget processes. Chairman O'Brien stated that one of things discussed since he has been here is consolidating human resource duties into one department. Melissa approached him about putting together a plan to do this. Al stated that from his perspective the position is needed. Chairman O'Brien stated that Melissa will bring forward a plan for this committee to consider.

Due to lack of quorum, the meeting dissolved at 3:25 pm.

Respectfully submitted,

*Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*